

Promotional ☐
Open ☒

Please Post
June 3, 2016

NOTICE OF VACANCY

DEPARTMENT: Public Works Water-Sewer Division
JOB CLASSIFICATION: Full Time Water-Sewer Superintendent
SALARY RANGE: \$73,137 to \$88,982
HOURS: SALARIED/40 HOUR WORKWEEK

BENEFITS: VACATION - two weeks after 1 year of continuous service depending on how many weeks worked in previous calendar year; three weeks after five years; four weeks after ten years; five weeks after twenty years. Vacation is earned on the anniversary date of the first year of employment and thereafter is credited as of January 1. SICK LEAVE: After six months you will accumulate 6 days and will be credited with 1 day per month thereafter to a maximum of 180 days. PERSONAL DAYS: 3 days per fiscal year commencing after six months of employment. Worcester Regional Retirement System; Health Insurance and Life Insurance available; HOLIDAYS: 11 paid holidays per year.

SUBJECT TO: 1 year probationary period and employment physical

TOWN OF HOLDEN
Position Description
FLSA: Exempt

Position Title: **Water & Sewer Superintendent**

Department: Public Works

Reports To: Director of Public Works - 2031

Date: June 2016

GENERAL SUMMARY:

The Water & Sewer Superintendent performs work of a professional and responsible nature under the general direction of the Director of Public Works. The Superintendent is responsible for operating the Town's Water & Sewer Division which delivers clean, potable water to customers (5,900+ residential/commercial) and provides sanitary sewer services in accordance with all federal, state and local regulations and requirements.

In coordination with the Director of Public Works, manages the Water & Sewer Enterprise Fund including developing, recommending and implementing the annual budget. Is responsible for monitoring water and sewer rates, and developing and recommending rate adjustments as necessary. Directly supervises Water & Sewer Division personnel.

ESSENTIAL JOB FUNCTIONS*:

Plans, organizes, and directs the Division's activities and staff. Participates in developing Division goals and objectives. Prepares analyses and develops reports. Recommends and implements Division policies, systems, and procedures. Recommends changes for the continual improvement of the efficiency, economy, and effectiveness of services rendered. Implements the Division's Capital Plan by managing the design, procurement, and building phases of various water and

sewer improvement projects. Oversees and manages various consultants and contractors doing work for the Division.

Is responsible for the protection, development and purchase of the Town's public drinking water supplies; oversees the treatment of public water supplies and delivery of water to customers. Operates and maintains the Town's sanitary sewerage collection and transfer systems and manages Holden's contracts for sewage transport and treatment with the various relevant agencies.

Monitors and develops the Water & Sewer Enterprise Fund including the Division's operating budget. Closely reviews sales revenues and expenditures and keeps the Director of Public Works apprised of the Fund's status through monthly reports and other analyses as needed.

Supervises all Water & Sewer Division personnel. Establishes and maintains department records and reports. Participates in DPW staff meetings and other meetings as required, and coordinates Division activities with other town departments.

Audits the water and sewer billing function and prepares financial information and reports. Audits the meter reading function to ensure that full and complete readings continue to be made and all data is securely reported to the administrative office and integrated into the system's billing cycle. Makes recommendations to the Director of Public Works on water and/or sewer bill abatement requests.

Directs and oversees all required and incidental water tests and ensures that any and all local, state, and federal testing standards are met.

Monitors the town-wide water system using the Division's Supervisory Control and Data Acquisition (SCADA) system and other means, to identify problems, and oversee supply/demand. May troubleshoot the SCADA system as required. Works closely with the Town's Information Technology (IT) staff and consultants to maintain the system as required.

Oversees and prepares all reporting requirements associated with the Clean Drinking Water Act, as well as other State and federal water and sewer laws and regulations. Serves as the Town's main point of contact with the Massachusetts Department of Environmental Protection and Department of Conservation and Recreation.

Advises the Director of Public Works on the status of water supply and conservation programs, including the implementation of outdoor water use restrictions. Attends meetings of local town boards and committees, as well as meetings of State, federal, or regional agencies as needed.

Works with the Engineering Division and Department of Planning and Development to perform reviews of proposed subdivisions, site plans, and other types of development projects. Reviews and makes recommendations to the Director of Public Works on proposed water and/or sewer main extensions.

OTHER DUTIES AND RESPONSIBILITIES:

Oversees the issuing of water and/or sewer related permits. Performs field inspections of facilities and equipment to ensure that proper levels of maintenance and construction are maintained. Observes activities of work crews in the field and the work of consultants and contractors.

Schedules, and provides overall supervision and training of division personnel. Evaluates personnel performance and recommends appropriate personnel actions. Develops and establishes safety programs for all division personnel.

Handles and resolves complaints from consumers in a courteous, helpful and fair manner. Maintains open and effective communications with customers, consultants and vendors, other DPW staff as well as other Town staff.

Is responsible for responding to water and sewer system emergencies and making decisions in the field to solve problems. Coordinates the Division's response to emergencies including mobilization of personnel and resources.

Develops and writes specifications for outside services or new equipment required for Division operation and maintenance.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

Five (5) to eight (8) years of progressively responsible management experience including supervision in a public water and sewer organization. Bachelor's degree in civil or environmental engineering, or related field required. Or any other combination of education, experience or expertise.

Possession, or ability to acquire within one (1) year, a Commonwealth of Massachusetts - Water Supply Distribution Operator-in-Training (OIT) License, Grade 3 and Water Supply Treatment OIT License, Grade 1. Valid Massachusetts Class D driver's license required.

Thorough knowledge of water and sewer operations, construction and maintenance methods, materials and techniques; knowledge of financing and administration of water and sewer service delivery systems. Experience in water and sewer system management, field engineering, and construction is essential. Strong budgeting skills, knowledge of public sector water and sewer finance and Massachusetts procurement laws, and billing and customer service skills.

Desirable qualifications will include proficiency in and advanced knowledge of computer applications such as SCADA, database operations, geographic information systems, and rate modeling. The successful applicant will be capable of learning such computer applications in cases where specific current knowledge may be lacking.

Massachusetts Registered Professional Engineer desired.

Strong communication skills such as effective writing, public speaking, and analytical skills are essential elements of this position.

SUPERVISORY RESPONSIBILITY:

The Water-Sewer Superintendent will directly supervise the Water & Sewer Foreman, Water Operators and office personnel, and will work with billing personnel to assure that Division goals and guidelines are being met.

WORKING CONDITIONS:

Occasional periods spent supervising or inspecting work in non-office environments and occasional periods spent outside subject to weather conditions while inspecting or directing department activities.

Water-Sewer Superintendent – Job Description

Occasional travel is required to visit various work in-progress and to attend meetings, conferences, etc.

Operates a variety of office equipment including personal computer with SCADA, CAD and other programs requiring eye-hand coordination and finger dexterity.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

APPLICATIONS AVAILABLE:

OFFICE OF TOWN MANAGER, STARBARD BUILDING
1204 MAIN STREET, HOLDEN MA 01520

CLOSING DATE FOR APPLICATIONS: June 20, 2016

FOR FURTHER INFORMATION CONTACT: TOWN MANAGER'S OFFICE
STARBARD BUILDING, HOLDEN MA 01520 (508) 210-5501
Or visit www.holdenma.gov Employment Opportunities
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
THE TOWN OF HOLDEN DOES NOT DISCRIMINATE AGAINST THE HANDICAPPED